



TOWN OF KITTERY

Office of the Town Manager

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Town Manager

Road Evaluation, Management, and Funding Plan Professional Engineering Services January 15, 2014

Project Summary:

The Town of Kittery is seeking consulting assistance to provide professional engineering services relating to the inventory and assessment of the Town's local and state aid roads. The work is based on 62 miles of local roads and 13 state roads. The goal of the project is to:

- Develop a cataloging systems for all roads
- Identify and rank road repairs
- Recommend annual operation and maintenance costs for routine maintenance
- Recommend capital costs (5 years) and schedule reconstruction and rehabilitation of roads, where needed.
- Provide a recommended long-term (20-year) annual capital budget to support the Town's road infrastructure.
- Provide a summary narrative of road conditions, treatment recommendations, and approximate costs.

All interested firms must submit four (4) copies of their proposals containing complete information as requested in the Proposal Submission Requirements described herein by 2:00 PM local time on Monday, February 2, 2014. All proposals shall be for the entire work required to complete the project. We hope to have this work completed by the end of April – the Town is considering placing an infrastructure bond ballot question on its June ballot.

Consultants shall be selected on a quality basis, but the Town reserves the right to negotiate a fee with the top-ranked respondent after all proposals have been evaluated. Successful proposers should have a minimum of five (5) years of experience performing similar work, with a proven track record of assisting municipalities with development of road management and evaluation programs.

More specifically the scope of work will be as follows:

Task 1: Data Collection and Inspection

- Develop a cataloging system (spreadsheet) to summarize the characteristics and condition of each road. The Town will provide a list of all the Town's Local Roads to be inventoried. The format of the spreadsheet shall be discussed and agreed to by the Town and Consultant prior to the start of data collection.
- Complete a visual inspection of each road within the Town and enter findings into the catalog system. Visual inspection will include the following:

- Surface condition of roads (paved and gravel), shoulders, slopes and drainage system based on visual observations
- The visible flexible pavement condition survey will include comment on the following:
 - Crown (cross-slope for drainage)
 - Cracking – both quantity (amount and severity) and type (alligator, longitudinal, transverse, and edge)
 - Road surface condition (roughness, rutting, patching, and potholes)
 - Crown (cross-slope for drainage)
- Type and character of drainage system (closed or surface)
- Traveled way and shoulder widths
- Guard rail, sidewalk, and curbing locations and conditions
- General narrative of road segment
- General classification of road segment (i.e. arterial, collector, local thru, local dead end, private, state)
- Digital photographs representative of road segment

Task 2: Evaluation and Assessment

- Based on the data collection and subsurface investigation phase, the consultant will complete an assessment of all the local and state aid roads.
- Establish a numeric rating system that represents the condition of each road segment, such as a Pavement Condition Index (PCI). Within the context of the proposal, each Consultant shall identify the methodology used in generating the PCI.
- Develop a rating system that will classify the roads into the following categories:
 - Deferred Maintenance (no work needed)
 - Routine Maintenance (budget item)
 - Preventative Maintenance (budget item)
 - Rehabilitation (capital project)
 - Reconstruction (capital project)
- Develop recommended design standards for each of the categories above.
- Develop opinions of unit costs for the annual operation and maintenance costs.
- Develop opinions of unit costs for the capital projects. Unit costs for maintenance and capital projects should include all project costs including administration, inspection, engineering, etc.
- Develop total costs for O&M and capital projects.
- Provide assistance in reviewing load limits, if appropriate.
- Evaluate the Town's current maintenance budget as it relates to the recommended costs above.
- Provide a life-cycle cost analysis of various repair strategies to assess the cost-effectiveness of different approaches. It is anticipated that this option will include comparison of 2 or 3 repair strategies.
- Develop a capital improvements plan (5-year) with rankings for road repair.
- Develop a conceptual 20-year repair plan for road repair strategies. The intent of this item is to show the recurring repair/maintenance needs for a 20-year period.
- Provide a brief (clear and concise) report with recommendations. It is anticipated that the report will include the following:
 - Executive summary

- Summary of the overall condition of the Town maintained road system.
- Summary narrative for each road and/or road segment.
- Overall (overlay) map(s) of the Town's road system to be integrated with the Town's GIS system. Road repair strategies shall be presented on the maps for public display.
 - one map shall provide a colorized plan of roads based on PCI value
 - the second map shall provide a colorized plan of road repair strategies
- Recommended road repair sequence.
- Summary of opinion of costs (O&M and capital)
- The consultant will attend two (2) Town Council or CIP Committee meetings to discuss the project.

Task 3: Public Information and Presentation

- Prepare a presentation board that summarizes the work completed
 - Present work product at one public informational meeting

Summary of Deliverables:

- Inventory & PCI Ratings
- Engineering Report, including all items identified in Task 2
- Presentation Boards

Work Not Included:

- Wetlands survey
- Structural or hydraulic assessment of drainage systems
- Final design or bidding documents
- Hydrogeologic or geotechnical engineering services
- Topographic, boundary or cadastral survey. It is anticipated that the Town may complete an inventory of all local Roads by browsing through the Town records to determine ROW widths, etc.
- Bridge assessment/evaluation
- Traffic surveys or counts
- Work on MEDOT maintained and/or privately owned roads

RFP Requirements and Requests:

Proposals are to be submitted in two (2) parts.

Part One (1) will consist of a list of qualifications of both the firm and its project participants. The submission shall be limited to 40 pages and shall consist of a cover letter, relevant experience, project team members, and a list of five (5) references. The Lead Project Engineer of the project shall be a registered Professional Engineer.

Part Two (2) will consist of a project cost (lump sum with subtotal breakout by task & assigned personnel personnel) based on the RFP requirements. This shall be submitted in a separate sealed envelope and clearly labeled "Engineering Fee for Professional Engineering Services for Road Management and Funding Plan, Kittery, ME." Consulting firms will be rated and ranked based on the scope of work and qualifications. No costs will be reviewed until after a quality-based selection is made.

The consultants must carry statutory insurance, general liability insurance and professional liability insurance.

Consultants may provide comments on scope above. If alternative or additional scope items are provided, the consultant shall note them within the RFQ as “suggested modifications”. The price proposal shall also note whether the modifications will increase or decrease the requested scope and by how much.

Four (4) copies of the proposals and qualifications will need to be submitted by Monday, February 2, 2014 at the Town Manager’s office, 200 Rogers Road, Kittery, ME 03904. Qualifications will be reviewed, and the top ranked firm(s) may be invited for an interview. Only one sealed envelope shall be submitted.

There will be a pre-proposal meeting on Monday, January 26 2014 at 10:00 am at the Kittery Town Office for a question and answer meeting as it relates to the project. A map of the Town roads will be provided to attendees at the meeting.

Any modifications to this RFP will be issued by the Town by addendum. The Town reserves the right to accept any proposal and take any action that is in the best interest of the Town.

Questions shall be directed to Norman Albert in writing via US Mail or via e-mail at nalbert@kitteryme.org and must be received no later than 7 days before the proposal deadline.

RFP Distribution (email only):

1. Underwood Engineers
25 Vaughan Mall
Portsmouth, NH 03801
fgu@underwoodengineers.com
2. CMA Engineers
35 Bow Street
Portsmouth, NH 03801
bstraub@cmaengineers.com
3. Sebago Technics
75 John Roberts Road #1a
South Portland, ME 04106
ssawyer@sebagotechnics.com
4. Attar Engineering
1284 State Road
Eliot, ME 03903
ken@attarengineering.com
5. FST Engineering
778 Main Street, Suite 8
South Portland, ME
sbushey@fstinc.com
6. Dubois and King
18 Constitution Drive, Suite 8
Bedford, NH 03110
marketing@dubois-king.com
7. BETA Group
315 Norwood Park South
2nd Floor
Norwood, MA 02062
APuntin@BETA-Inc.com
8. Wright Pierce
75 Washington Avenue, Suite 202
Portland, ME 04101
jonathan.edgerton@wright-pierce.com

Legal Ad:

Town of Kittery
Request for Proposals
Road Management, Evaluation, and Funding Plan

The Town of Kittery seeks professional engineering services to develop a 20-year improvement plan for its roads. RFPs are available at www.kitteryme.org. Proposals must be submitted to the Town Manager's office no later than February 2, 2015 at 2 pm. The Town reserves the right to reject any and all proposals deemed not to be in its best interest.